

**MINUTES OF THE
REGULAR MEETING OF THE BOARD OF DIRECTORS
OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE
JUNE 18, 2012**

The Board of Southwest Wisconsin Technical College met in public session of a regular meeting commencing at 7:25 p.m. on June 18, 2012, in the Conference Room at Packers Chemical, Inc., 3729 Pebble Hollow Road, Kieler, Grant County, Wisconsin, with the following members present:

Melissa Fitzsimons, James Kohlenberg, Russell Moyer, Eileen Nickels, Chris Prange, Rhonda Sutton, Donald Tuescher

Absent: Dean Isaacson

Others present for all or a portion of the meeting included Dr. Duane M. Ford, College President; College Staff: Laura Bodenbender, Karen Campbell, Derek Dachelet, and Caleb White. Public present included Rob Callahan.

Chairperson Kohlenberg called the meeting to order. Proof of notice of the meeting was given as to the time, place, and purpose of the meeting. The following is the official agenda:

BOARD MEETING NOTICE/AGENDA

Monday, June 18, 2012

5:00 p.m. – Joint Board Dinner & Signing of Reciprocity Agreement

NICC Town Clock Center, 680 Main Street, Dubuque, IA

7:00 p.m. – Budget Hearing

7:30 p.m. – Regular Board Meeting

Conference Room

Packers Chemical, Inc., 3729 Pebble Hollow Road, Kieler, WI

OPEN MEETING

The following statement will be read: “The June 18, 2012, regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the City of Fennimore in an attempt to make the general public aware of the time, place and agenda of the meeting.”

- A. Roll Call
- B. Reports/Forums/Public Input

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of May 24, 2012

- C. Financial Reports
 - 1. Purchase Orders Greater Than \$2500
 - 2. Treasurer's Cash Balance
 - 3. Budget Control
- D. Contract Revenue

OTHER ITEMS REQUIRING BOARD ACTION

- A. 2012-13 Budget Approval
- B. Resolution Authorizing the Issuance and Not to Exceed \$2,500,000 General Obligation Promissory Notes; and Setting the Sale Therefor
- C. Bid for Food Service Operations
- D. Bid for Public Safety Asphalt Upgrade
- E. Bid for Birthing Simulator for the Direct Entry Midwife Program
- F. Lease with Darlington Schools
- G. Program Viability Report
- H. Personnel
 - 1. Employment
 - 2. Layoff
 - 3. Resignation
 - 4. Retirement

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Staffing Update

INFORMATION AND CORRESPONDENCE

- A. Enrollment Report
- B. Chairperson's Report
- C. College President's Report
- D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- A. Agenda
- B. Time and Place

ADJOURN TO CLOSED SESSION

- A. Consideration of adjourning to closed session for the purpose of
 - (1) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. {Wis.Stats.19.85(1)(c)}
- B. Approval of Closed Session Minutes of May 24, 2012

RECONVENE TO OPEN SESSION

- A. Action, if necessary, on Closed Session Items

ADJOURNMENT

{Facilities at Southwest Tech are handicap accessible. For all accommodations call 608-822-2400 or 608-822-2401 to reach the Director of Facilities, or e-mail accom@swtc.edu}

After reviewing the Consent Agenda, Mr. Moyer moved to approve the Consent Agenda including the Board agenda; the May 24, 2012, Board minutes; financial reports; and 30 contracts totaling \$64,454.66. Ms. Fitzsimons seconded the motion, which was unanimously approved.

Caleb White, Director of Fiscal Services, presented the 2012-13 Budget for approval. The budget had been outlined at the public hearing preceding the Board meeting. The budget was built on an increase of 3.8 percent in revenue, an estimated 1700 FTEs, and no change in tax levy. Mr. Tuescher moved to approve the budget as presented with an operating budget of \$21,618,000. Mr. Prange seconded the motion. Upon roll call vote, the budget was unanimously approved.

Mr. White also presented a resolution authorizing the issuance of up to \$2,500,000 in general obligation promissory notes. Mr. White explained that up to \$150,000 will be authorized for paying the cost of site improvements; \$1,032,000 for the public purpose of paying the cost of building remodeling and improvement projects; and up to \$1,318,000 for paying the cost of acquiring moveable equipment. Mr. Tuescher moved to approve the resolution authorizing the borrowing of up to \$2,500,000, and set the sale of the general obligation promissory notes for July 9, 2012. Ms. Nickels seconded the motion, which was unanimously approved.

The bid for food services operations was presented for approval. An RFP had been issued for food service and vending. Mr. White stated that six proposals were received with four proposals for the cafeteria service and two for vending service. Discussion followed on UW-Platteville Dining Services. Mr. White assured the Board that there is a 90-day out clause for either party and that the stipulations included in the RFP will be incorporated into a contract. Mr. Tuescher moved to award the contract for food service to include cafeteria and catering services to UW-Platteville Dining Services, Platteville, Wisconsin, for a three-year period commencing August 1, 2012, and to award a contract for snack vending services to Vendors Unlimited Corp., Dubuque, Iowa, for the same time period. Ms. Fitzsimons seconded the motion; motion carried.

The Board reviewed the summary of the one bid received for the Public Safety asphalt upgrade. This upgrade is to pave the parking lot at the Public Safety Building. Upon review, Mr. Moyer moved to award the bid for the Public Safety Asphalt Upgrade project to Iverson Construction of Kieler, WI, with the bid of \$96,020. The motion was seconded by Mr. Prange. The motion carried.

A summary of the bids received for the Birthing Simulator to be used in the Direct Entry Midwife program was reviewed. Mr. White explained four bids were received; however, the two low bids did not meet specifications. Mr. Tuescher moved to award the bid for the Birthing Simulator to Laerdal Medical Corporation of Wappingers Falls, NY, with the low bid of \$48,751.70. Ms. Nickels seconded the motion; motion carried.

Caleb White presented for approval a lease that will allow Southwest Tech to rent office and classroom space at the Darlington Schools. Dr. Ford explained that we currently provide adult basic education at the municipal building in Darlington. Due to the smallness of that facility and lack of broadband connectivity some services have already been moved to the Darlington High School. The plan is to house Joann Peterson, Farm

Business & Production Management Instructor, and Sara Davis, Student Recruiter, at the Darlington Schools. Mr. Tuescher moved to approve a lease with Darlington Schools for 780 square feet of floor space located at the Darlington High School in the amount of \$3,000 for the term of 12 months commencing on July 1, 2012, and ending June 30, 2013. Ms. Fitzsimons seconded the motion; motion carried.

Dr. Ford updated the Board on the review of low-enrollment programs and plans for moving forward. The Deans Council has been tracking enrollment for Fall 2012 and have stopped enrollment in the IT-Computer Support Specialist, Marketing, and Bricklaying programs due to low enrollment. The Medical Transcription program will be suspended after the 2012-13 academic year. Capacity has been increased for the Graphic & Web Design program and the feasibility of increasing Ag Power & Equipment Technician's capacity is being reviewed.

Dr. Ford's plan includes reviewing all program enrollments for Fall 2012 prior to September 1. Any program that enrolls less than 15 new students for the upcoming fall will be given notice and the instructional staff will receive a preliminary layoff notice for the end of the academic year. This will allow instructors to take corrective action, participate more in student recruitment, and review/modify program curricula.

Dr. Ford noted there are no layoff notices to be given at this time. Don Borchert, Bricklaying & Masonry Instructor, is the only instructor affected by stopping enrollment in the three identified programs. Mr. Borchert will be given an alternative assignment for the 2012-13 academic year which may include some combination of the following: safety instruction, recruiting, coordinating, and facilities improvement at the College. Mr. Prange moved to approve a strategy whereby program staff are issued layoff notices as soon as possible after September 1 and effective at an appropriate time after the end of the academic year in any program with fewer than 15 new students enrolled on September 1. This strategy gives the College and staff members at least nine months to implement corrective action. The low-enrollment programs and the names of staff members projected to be given such notices will be presented at the August Board meeting. Ms. Fitzsimons seconded the motion; motion carried.

Under Personnel, Laura Bodenbender, Director of Human Resources, presented an employment recommendation and two retirements. The employment recommendation presented was for a Human Services Associate Instructor. Ms. Bodenbender explained that ten applications were received and three applicants interviewed for the position. She reviewed the qualifications of Julie Antonson. Mr. Tuescher moved to approve the employment recommendation of Julie Antonson for the position of Human Services Associate Instructor at a salary of \$58,198 for the 2012-13 academic year. Ms. Fitzsimons seconded the motion; motion carried.

Ms. Bodenbender presented the retirement of Connie Larson, a counselor in Student Services. Ms. Larson has been with the college for 22 years. Mr. Moyer moved to approve the acceptance of the retirement of Connie Larson, Counselor, effective July 12, 2012. Ms. Sutton seconded the motion; motion carried.

The second retirement presented was that of Doug Phillips. Mr. Phillips has been a longtime instructor in the Electromechanical Technology program, Electrician apprenticeship program, and Business & Industry Services. Mr. Tuescher moved to

approve the acceptance of the retirement of Doug Phillips, Business & Industry Services/Electromechanical Technology Instructor, effective June 8, 2012. Ms. Nickels seconded the motion; motion carried.

Under the Staffing Update, Ms. Bodenbender explained there are currently five vacant positions. Two offers have been extended for two Electromechanical Technology instructors and 115 individuals have applied for the two advisor positions. There is currently some bumping going on with support staff due to layoffs of two WIA personnel.

Mr. White presented the Enrollment Report noting that the FTE count for 2011-12 has not been finalized yet. The application report for Fall 2012 reflects a slight decrease in the total number of applications received.

Chairperson Kohlenberg reminded the Board of the upcoming July District Boards Association being held in Barneveld July 19-21. Under the President's Report, Dr. Ford presented the State-of-the-College Report. He reviewed the highlights for FY 2012. In looking forward, Dr. Ford has planned a retreat for this summer where the Cabinet will be discussing how we define success, how we measure success, and how we can do a better job of reaching adult students.

There were no items for closed session and with no further business to come before the Board, Ms. Fitzsimons moved to adjourn the meeting. Mr. Prange seconded the motion. The motion carried and the meeting adjourned at 8:12 p.m.

Melissa Fitzsimons, Secretary